



PLAN CHECK ENGINEER

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional plans and engineering examination work to ensure compliance with building, mechanical, electrical and plumbing codes, and zoning ordinance.

Position Information:

The role of a Plan Check Engineer in the City of Tempe is to provide the best plan review services possible with an emphasis on excellent customer service. This means the plan reviewer uses their exceptional code knowledge to the benefit of all that they come in to contact with during the course of their work. In this sense the plan reviewer's customers include such people as the building owner, business owner, architect, engineer, superintendent, permit technician, inspector, tenant, resident, etc. Basically, all who have a stake in the construction process or in the use of a finished building are to be considered customers. As customers they are always treated with respect and when problems arise the plan reviewer uses their exceptional knowledge in a problem-solving mode to the benefit of the associated customers. The goal therefore is for the plan reviewer to use their exceptional code knowledge and knowledge of the City of Tempe's processes to the benefit of all customers, ensuring the minimum code standards are incorporated in the built environment as the code intends.

Supervision Received and Exercised:

Receives direction from the Plan Check Administrator or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

CITY OF TEMPE
Plan Check Engineer (continued)

- Examine plans and specifications for commercial, industrial and multi-family projects to determine compliance with the provisions of the City's building, mechanical, electrical and plumbing codes, and zoning ordinance.
- Identify defects or inadequacies; prepare plan check correction reports and require that corrections be made to meet the requirements of pertinent City codes.
- Approve plans that comply; approve permits for construction.
- Analyze structural engineering design and calculations.
- Evaluate test reports such as engineering reports and soil analysis reports.
- Confer with architects, engineers, contractors and owners on proposed projects to resolve unusual problems.
- Make field inspections to determine engineering integrity or proper installation of unusual design, materials or equipment.
- Identify defects or inadequacies found; require that deficiencies be corrected to meet requirements of applicable codes.
- Respond to questions and advise architects, inspectors, engineers and the public regarding all codes and zoning ordinance; may advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan check; create plan check, project and site data files on automated permit system; enter permit data into the system; revise data as project status and details change.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

CITY OF TEMPE
Plan Check Engineer (continued)

Three years of responsible building construction experience with commercial, industrial and multi-family projects, including experience in structural engineering or mechanical, electrical and plumbing systems.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical, electrical engineering or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of or ability to obtain within 12 months of hire, an ICC Building Plans Examiner Certification.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 7140

FLSA: Exempt